

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

ACTION TRANSMITTAL 2020.05

**PROCEDURES 302 SERVICES DELIVERED BY THE DEPARTMENT
APPENDIX M TRANSITION PLANNING FOR ADOLESCENTS**

DATE: April 8, 2020

TO: All DCFS and POS Permanency Staff and Supervisors and Adoption Staff and Coordinators

FROM: Marc D. Smith, Acting Director

EFFECTIVE: Immediately

I. PURPOSE

The purpose of this Action Transmittal is to notify all DCFS and POS Purchase of Service Permanency and Adoption Staff and Supervisors of actions being taken within the Youth Cash Assistance Programs for the duration of the COVID-19 public health crisis. The changes below address the need to ensure timely and appropriate supports for youth transitioning from care during this crisis.

II. PRIMARY USERS

DCFS and POS Permanency and Adoption Staff and Supervisors.

III. INSTRUCTIONS

A. Youth Cash Assistance

The current practice which limits annual cash assistance to \$2000 for the Youth Cash Assistance Program (YCAP) pursuant to **PROCEDURES 302 APPENDIX M-TRANSITION PLANNING FOR ADOLESCENTS**, including the YHAP Transition and YCAP Crisis Programs, will be waived. The waiver is valid for those cases terminated in tandem to the onset of the Governor's Gubernatorial Disaster Proclamation, Executive Order 2020.22 due to the COVID-19 Pandemic, and for those scheduled to terminate during the Disaster Proclamation. Program participants may receive services under this waiver for 30 days following the termination of the disaster declaration.

To ensure there are no increased risk of COVID-19 exposures and to maintain a safe and stable living arrangement, per the Governor's Executive Order 2020.22 issued on April 7, 2020, youth who will turn 21 may elect to stay in their DCFS paid placement [Independent Living (ILO), Transitional Living Program (TLP), Foster Home Specialized (FHS), Therapeutic Foster Home (TFH), Foster Home Boarding DCFS (FHB), Foster Home Private Agency (FHP), Institution Private



Agency (IPA), Group Home (GRH), Home of Relative (HMR), Home of Fictive Kin (HFK)]. This option is being offered to all youth turning 21 during the months of April, May, and June of 2020.

If a youth elects to shelter in place and remain in a placement, the POS Agency must send the following information to both the DCFS.CPUDCFSMailbox@illinois.gov and the assigned **DCFS-POS Monitor**:

- Youth Name
- DCFS ID
- Date of Birth (must turn 21 in April, May, June)
- Placement Type
- Provider Name
- Provider ID

For youth electing to remain in DCFS-managed placements, the DCFS caseworker must send the identifying information to DCFS.CPUDCFSMailbox@illinois.gov and notification to the DCFS Regional Administrator.

For those cases closed October 1, 2019 through March 31, 2020, those youth may request assistance from the Youth Housing Assistance Program and the Youth Cash Assistance Program. Youth receiving Cash Assistance must meet all four of the following criteria:

- Be at least 18 and less than 21 years of age OR over 21 and have aged out between October 1, 2019 and March 31, 2020; and
- Are currently under the care and custody of DCFS and ready for case closure OR have aged out of DCFS care between October 1, 2019 and March 31, 2020. (Note: Youth who moved to adoption or subsidized guardianship are NOT eligible for cash assistance); and
- Have completed a budget statement (Form CFS 370-5C) that demonstrates that with any subsidy and all other income they will likely be able to cover all remaining living expenses (e.g. housing, utilities, clothing, food); and
- Need cash assistance in order to attain or maintain stable housing.

B. Youth Housing Assistance:

Current or former youth in care of the Department may receive, cash assistance to help attain or maintain housing stability.

Cash assistance will vary depending on individual situations and may be authorized for any of the following reasons:

- Housing security deposit;
- Rent (limited circumstances);
- Beds for youth and their children;
- Current utility bills or utility deposits;
- Appliances;
- Partial housing subsidy for a period of one year following case closure; or

Note: The youth's DCFS case must be closed before they can obtain the partial housing subsidy. (Housing costs must exceed 30 percent of income and assistance cannot continue past their 21st birthday)

- Other items required to avoid or manage a crisis.

C. Family Advocacy Centers (FAC's)

FAC's are available to assist youth with the following:

- Help youth get a copy of important documents, including birth certificate, Social Security card and medical records;
- Help youth get a state identification card or a driver's license;
- Help with transportation when youth start a job or training program;
- Help youth connect to community-based adult services to receive needed support; and
- Help with housing referrals and application.

FAC's can be reached at the following locations and numbers:

A Knock At Midnight
400 West 76th Street Suite 206
Chicago, Illinois 60620
773-488-2960 (Office)
773-488-2020 (Fax)

Ada S. McKinley Family Support Program
Westside Family Advocacy Center
1359 West Washington Boulevard
Chicago, Illinois 60623
312-385-2050 (Office)
773-343-2578 (Fax)

BOOC, INC
Building Our Own Community
14200 Chicago Road Suite 214
Dolton, Illinois 60419
708-849-3237 (Office)

Bright Star Community Outreach
333 East 35th Street
Chicago, Illinois 60616
773-373-5220 (Office)
312-982-2566 (Fax)

Center for Adolescents and Families
National Youth Advocate Program (NYAP)
2435 West Division
Chicago, Illinois 60622
773-772-1141 (Office)
773-304-1990 (Fax)

EPIC Community Development Center, Inc.
Community Development Center
264 Main Street
Park Forest, Illinois 60466
708-991-2221 (Office)
708-589-1368 (Fax)

Erie Neighborhood House
4223 West 25th Street
Chicago, Illinois 60623
773-542-7617 (Office)
773-542-7716 (Fax)

Family Focus, Inc. (Administrative Offices)
Family Advocacy Centers
Administrative Offices
310 South Peoria Street, Suite 201
Chicago, Illinois 60607
312-421-5200 (Office)
312-421-8185 (Fax)

Family Focus-Englewood (Cook South)
6727 South Western Avenue
Chicago, Illinois 60636
773-962-0366 (Office)
773-962-0966 (Fax)

Family Focus-Lawndale (Cook Central)
3517 West Arthington Street
Chicago, Illinois 60624
773-722-5057 (Office)
773-722-5160 (Fax)

Family Focus-Nuestra Familia (All Cook Central)
4878-80 West Armitage
Chicago, Illinois 60639
773-276-0940 (Office)
773-276-0980 (Fax)

Family Focus-Nuestra Familia (Cicero Location)
150 South 59th Street
Cicero, Illinois 60804
708-652-0900 (Office)

Family Focus-Our Place-Evanston Location (Cook North/West
Ridge/Rogers Park/North Suburbs)
2010 Dewey Avenue
Evanston, Illinois 60201
847-475-7570 (Office)
847-475-7590 (Fax)

Latino Resource Institute of Illinois
8910 South Commercial
Chicago, Illinois 60617
773-356-5923 (Office)
773-356-5925 (Fax)

Mujeres Latinas en Acción
2124 West 21st Place
Chicago, Illinois 60608
773-890-7676 (Office)
773-890-7650 (Fax)

Sankofa Safe Child Initiative
4041 West Roosevelt Road
Chicago, Illinois 60624
773-542-9900 (Office)
773-542-9790 (Fax)

Sankofa Safe Child Initiative (Southside Office)
457 West 79th Street
Chicago, Illinois 60620
773-874-7233 (Office)
773-874-7234 (Fax)

SOS Children's Village
Casa Tepeyac
4538 South Hermitage
Chicago, Illinois 60609
773-247-7725 ext. 1306 (Office)
773-247-7794 (Fax)

Family Focus Aurora
550 Second Avenue
Aurora, Illinois 60505
630-844-2550 (Office)
630-844-2569 (Fax)

Nicasa (Headquarters)
31979 North Fish Lake Road
Round Lake, Illinois 60073
847-546-6450 (Office)
847-546-6760 (Fax)

Nicasa
Judy H. Fried Center
2031 Dugdale Avenue
North Chicago, Illinois 60064
847-785-8660 (Office)
847-785-8665 (Fax)

Sinnissippi Centers
Family Advocacy Center
2611 Woodlawn Road
Sterling, Illinois 61081
815-625-0014 (Office)

The Spanish Community Center
Family Advocacy Center
309 Eastern Avenue
Joliet, Illinois 60432
815-727-3683, ext. 5007 (Office)

The Spanish Community Center (Kankakee Location)
956 South 10th Street
Kankakee, Illinois 60901
815-955-5470

YWCA Northwestern Illinois
La Voz Latina
4990 East State Street
Rockford, Illinois 61108
815-968-9681 (Office)
815-968-9858 (Fax)

Community Lifeline Family Resource Center
1764 State Street
East Saint Louis, Illinois 62205
618-482-2950 (Office)
618-482-2951 (Fax)

Family Counseling Center, Inc.
Family Advocacy Center
1401 Washington Avenue
Cairo, Illinois 62914
618-734-2665 (Office)
618-734-1999 (Fax)

Southtown Youth Programs Center
1108 South 15th Street
Mount Vernon, Illinois 62864
618-242-4077 or 618-244-7195 (Office)

Bella Ease
Family Advocacy Center
1201 North 12th Street
Quincy, Illinois 62301
217-209-0632 (Office)
217-209-0049 (Fax)

Crittenton Centers
Family Advocacy Center
2016 North Knoxville, Ste. A
Peoria, Illinois 61603
309-839-8908 (Office)
309-839-8478 (Fax)

Family Advocacy in Champaign County
310 West Church Street, Ste. 103
Champaign, Illinois 61820
217-607-0564 (Office)
217-607-0549 (Fax)

The Family Community Resource Center
509 West Washington Street
Bloomington, Illinois 61701
309-821-1616 (Office)
309-821-1717 (Fax)

Martin Luther King Center
Family Advocacy Center
630 Martin Luther King Drive
Rock Island, Illinois 61201
309-732-2999 (Office)

New Directions Treatment Center
Family Advocacy Center
153 North Vermilion Street
Danville, Illinois 61832
217-442-0518 (Office)
217-442-7492 (Fax)

Primed for Life (Springfield Location)
816 South College Street
Springfield, Illinois 62704
217-789-2980 (Office)
217-789-2987 (Fax)

Primed for Life (Decatur Location)
432 East Prairie, Ste. 100
Decatur, Illinois 62523
217-706-5559 (Office)
217-706-5260 (Fax)

To find additional information about an FAC's service provision by location, visit <https://www2.illinois.gov/dcf/brighterfutures/Pages/FAC.aspx>.

IV. QUESTIONS

Permanency staff should direct any questions regarding this Action Transmittal through their chain of supervision and Private Agency staff should direct questions regarding this Action Transmittal to their APT Monitor. All other staff can direct their questions by e-mail through Outlook at DCFS.Policy. Non-Outlook users may send questions to DCFS.Policy@illinois.gov.